

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Staff Services Manager I (Supervisory)	Health Management Unit Supervisor
NAME OF INCUMBENT:	POSITION NUMBER:
Vacant	280-338-4800-009
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Health Management Unit	Michele Gilmore
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Human Resource Services	Staff Services Manager II (SSM II)
BRANCH:	REVISION DATE:
Administration	3/23/2022
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input checked="" type="checkbox"/> Travel May be Required </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div>	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Occasional travel is required within the State to attend meetings, provide training, or to testify at hearings.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of the Health & Safety Officer (SSM II) in the Health Services Group (HSG), the Health Management Unit (HMU) Supervisor is responsible for the direction, administration, and oversight of a unit within the Department's Health Management and Reasonable Accommodation programs. The HMU Supervisor provides effective supervision, leadership, training, resources, and technical direction to staff in order to foster staff development. The HMU Supervisor is expected to develop goals and objectives for the unit, and to ensure policies and procedures appropriately support the work of the unit. The HMU Supervisor also serves as a department expert on Health Management and Reasonable Accommodation programs, and must have a comprehensive knowledge of applicable laws, rules, regulations, policies, and procedures, including an understanding of employer obligations under the Fair Employment and Housing Act, Americans with Disabilities Act, and state collective bargaining agreements. The HMU Supervisor stays abreast of trends and law changes that impact HSG programs, and assists in the development of HSG policies and procedures.</p> <p>The HMU Supervisor may collaborate with entities such as the State Personnel Board, California Department of Human Resources, Equal Employment Opportunity Commission, Department of Fair Employment and</p>	

Housing, Department of General Services, and the State Compensation Insurance Fund in the resolution of the most complex and sensitive HSG cases. This is a working supervisory position.

Percentage of Duties	Essential Functions
35%	Provides oversight to staff in the daily activities of the unit to ensure compliance with program requirements and department policy. Responsible for ensuring staff performance expectations are met, and to provide effective supervision, training, and technical direction to staff in the administration of the department's health services policies. Develops unit goals and objectives, and follows through to ensure they are met in reasonable time frames, consistent with the principles of quality customer service.
25%	Recruits, selects, onboards, and trains staff. Provides effective leadership and supervision, which includes regular meetings with staff to provide feedback and developmental opportunities. Fosters staff development, identifies training resources consistent with departmental guidelines, encourages staff to participate in teambuilding exercises. Approves/denies leave requests, evaluates staff performance, and if warranted, takes disciplinary action as necessary.
20%	Directly, and through subordinate staff, provides consultation and assistance to EDD managers and supervisors to ensure engagement in the mandatory interactive process and returning employees to work after a medical absence. Serves as the expert resource for staff, providing direction and guidance in areas such as case management, reasonable accommodation, leaves of absence, and fitness for duty. Works collaboratively with EDD's Legal Office to prepare Medical Actions; and provides consultation on problem identification, counseling, and referral services; and administers the reasonable accommodation program, providing accommodations to EDD employees and job applicants. Provides guidance to staff on employee requests for leaves of absence and participation in the Family and Medical Leave Act program and Transfer of Leave Credit Program
10%	Conducts training and makes formal presentations to the EDD's Executive Leadership Team, Branch Managers and staff; represents the EDD on state-wide committees, task forces, forums, and networking organizations.
5%	Actively coordinates with the Safety & Wellness Analyst and the Workers' Compensation Unit within the Health Services Group to ensure non-duplication of work and quality services for the EDD's injured and disabled employees.
Percentage of Duties	Marginal Functions
5%	Performs other duties, as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other:	

Civil Service Classification
Staff Services Manager I (Supervisory)

Position Number
280-338-4800-009

Type of Environment:

☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

Interaction with Customers:

☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

Directly – 1 Management Services Technician, 3 Staff Services Analysts/Associate Governmental Program Analysts

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

PMG Analyst Initials

Date Approved

☐ Exceptional allocation, STD-625 on file.

PMM

3/28/2022

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file